
NNHRT 2017 AND AISES 2017 FINAL DETAILS

Heather Richardson <heather.richardson@american-tradeshow.com>

Sat, Sep 16, 2017 at 10:37 AM

To: Katherine Cristiano <kcristiano@aises.org>, Ruben Hernandez <rhernandez@aises.org>

Cc: Chanelle Vargas <chanelle.vargas@american-tradeshow.com>, Heather Richardson <heather.richardson@american-tradeshow.com>, Jessica Gagliano <jessica.gagliano@american-tradeshow.com>, John Gorumba <john.gorumba@american-tradeshow.com>, Kelly Johnson <kelly.johnson@american-tradeshow.com>, Melissa Roberts <melissa.roberts@american-tradeshow.com>, Rose Shapiro <rose.shapiro@american-tradeshow.com>, Wendy Westbrook <wendy.westbrook@american-tradeshow.com>, Courtney Thomas <courtneyjthomas1990@gmail.com>, Andrew Asaro <andrew.asaro@american-tradeshow.com>

Hey Katherine and Ruben!

Well it is almost show time. I just wanted to take a few minutes to go over a few final details with you before the show. Below are your contacts for the show.

Heather Richardson – 985-869-3404- heather.richardson@american-tradeshow.com

Andrew Asaro- 985-951-0004- Andrew.asaro@american-tradeshow.com

Courtney Thomas- 318-771-1488- courtneyjthomas1990@gmail.com

Katherine Cristiano – 303-859-1558 – kcristiano@aises.org

Ruben Hernandez – 303-550-6756 – Rhernandez@aises.org

Thomas- 720-552-0020 (primary AISES volunteer at registration entire time)

Location:

Colorado Convention Center

700 14th St

Denver, CO

NNHRT REGISTRATION:

Courtney will be arriving on Sunday, September 17 in the morning and will check in with you. He will then proceed to go to the convention center and locate all of the equipment. He will then setup 2 computers and 1 printer. One computer will face the attendee as FT and the other will face inward for onsite or corrections both of these computers will be pulling down information from RegOnline during the show. He will test and

print sample badges from each computer. He will then train your staff on our system after setup is complete. Training is scheduled for around 5:30pm that day and Courtney will be there at 2:30pm to begin setting up equipment slightly before security shows up. At the end of the show, Courtney will download all of the reports and send them to you via the email above. Courtney will be onsite each morning at least 45 minutes before the show opens.

He will then move those 2 computers over to the AISES registration area to be used for the show.

AISES REGISTRATION:

Courtney and Andrew will be onsite for this show. Andrew will be arriving on the Tuesday the 19th. Both will then setup the 12 laptops, 6 printers and 1 laptop that will be pulling down information from RegOnline during the show. 10 of the computers will be for fast track scanning and the remaining 2 will be for onsite registration. They will test and print sample badges from each computer. One of them will then train your staff on our system after setup is complete. Training of the staff will be at around 5:30pm for the registration and another training will be on Wednesday morning around 8am. The registration desk will be ready around 11am for the guys to start setting up the equipment on the 19th.

Notes on the registration system.

- Any one that has purchased a t-shirt will get a pop up that tells them to go to the merchandise counter to pick up shirt
- Any one that has purchased a guest gala ticket, gala table or additional professional dinner ticket will get a pop up to register them in the system. The staff will then pick reg type of guest and then mark off the gala ticket or dinner ticket in the box. This will then be encoded in the badge and will be scanned at the door. We will make sure that staff is thoroughly trained.

Lead Retrieval:

Either Courtney or Andrew will begin the hand out of the lead retrieval equipment. Your sponsors have been added to this list and the gentlemen will make sure that they receive the units at the booth and they have been trained on equipment. At the end of the show, they will receive all units back and make sure that the exhibitors know how to login in to their lead retrieval site and get their leads.

Sessions:

Andrew shall handle the sessions and train your staff you have for the show. He will have the session barcodes on him for scanning. There will be a survey load for the oral and poster presentations. The remaining scanners will be used for general sessions. Andrew or Courtney will be available for questions at any time you need them. At the end of the show, Courtney shall provide you with a master file with all of the

session scans that took place during the conference. He will email them to the above provided email address. Andrew is going to be in charge of training the staff on Wednesday from 5pm-6pm in room 208 and 210 on the surveys. Per our discussion, I believe we will have him get all of them in one room and do the training and let them ask questions.

Show Hours:

NNHRT Hours:

September 18 7am- 5pm

September 19 7am – 5pm

AISES Hours:

September 20 9am – 6pm

September 21 7am – 7:30pm

September 22 7am- 5pm

September 23 6:30am – 3:30pm

Exhibitor Hours:

Exhibitor Move-In: Thursday, September 21, 2017 7:00AM –5:00PM

Show Date: Friday, September 22, 2017 9:00AM – 5:00PM

Exhibitor Move-Out: Friday, September 22, 2017 5:00PM – 6:00PM (Exhibitor Feedback Session)

Friday, September 22, 2017 6:00PM – 9:30PM

MARKETPLACE

Vendor Move-In: Thursday, September 21, 2017 8:00AM – 12:00 noon

Show Date(s): Thursday, September 21, 2017 12:00 noon – 5:00PM

Friday, September 22, 2017 10:00AM – 6:00PM

Saturday, September 23, 2017 10:00AM – 5:30PM

Equipment:

Equipment is being sent in 2 shipments but will be labeled for each show since it was coming from different locations.

12 computers

6 printers

10 FT scanners

12 session scanners (that number may increase)

1k custom stock for NNHRT (all stock has been sent to Courtney's hotel)

3k custom stock for AISES

Hotel:

Sept 17 – Sept 24

Reservation # 124583

Holiday Inn Express Denver Downtown

[401 17th St.](#)

[Denver, CO 80202](#)

(303) 296-0400

Please feel free to call me with any questions that you may have on the show or if anything changes.

Have A Great Show!

Heather



Heather Richardson

Project Manger

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